MEMORANDUM FOR ALL INDIVIDUAL MOBILIZATION AUGMENTEES

FROM: HQ ARPC/CC
      6760 E. Irvington Place #1000
      Denver CO 80280-1000

SUBJECT: Civilian Employment Information (CEI) Program

1. Current Department of Defense (DoD) policy requires implementation of a CEI program that captures and maintains current and accurate civilian employment related information on each member of the Ready Reserve.

2. The purpose for collecting CEI Program information is to:

   a. Achieve fair treatment among members in the Ready Reserve who are being considered for recall to active duty without their consent.

   b. Ensure that there will be no significant attrition of the Ready Reserve members or units during a mobilization and,

   c. To inform Reserve Component members and their employers of their rights, benefits, and obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

3. You can enter your employer data by going to the Defense Manpower Data Center Web site at: https://www.dmdc.osd.mil/Guard-ReservePortal. Please see the reverse of this memorandum for instructions to log on to the DoD Employer Web Site and enter your employment information.

4. As a member of the Ready Reserve it is your responsibility to comply with these instructions. Additionally, you must update this information as your future employment changes. A member of the Ready Reserve who knowingly fails or refuses to provide required employment-related information or who knowingly provides false employment-related information may be subject to administrative action or punishment for dereliction of duty under Article 92, Uniform Code of Military Justice.

5. If you have questions, please contact ARPC/XPX , Toll Free 1-800-525-0102, for policy questions or ARPC/DPSSC, Toll Free 1-800-525-0102, for technical questions. I appreciate your cooperation in this important program.

JAMES L. PLAYFORD, Colonel, USAF
Commander

Instructions to Log on to the DoD Employer Web Site

1. **Start – Enter in the Address Bar at the top of the web page (not the search bar) https://www.dmdc.osd.mil/Guard-ReservePortal and select enter on the computer keypad.**

2. **Screen #1 – "Welcome to the Guard and Reserve Web Portal page" will be displayed, scroll to the bottom of the page, select "I Agree" and click on "Continue".**

3. **Screen #2 – In the boxes provided enter your SSN, Last Name and Birth Date (mon-dd-year) and click on "Login".**

4. **Screen #3 – You are now on the Employer Information page. In the boxes provided, enter the employer address, employer contact and employer occupation information (boxes with a red asterisk are required entries).**

5. **When completed, click "Save"; employer information is now saved to the DoD web site and you can exit the program.**